

NURSING SERIES

PREAMBLE

Positions in this series perform professional nursing duties concerned with the care and treatment of the physically and/or mentally ill, developmentally handicapped patients and residents of provincial mental health centres, developmental centres, correctional facilities, and other community facilities and/or services. Also included in this series are positions which provide nursing consultation and/or advice, or specialized nursing programs. Incumbents may be assigned to any nursing program or patient care area and shift work may be required at any level within the series. Nursing duties are performed in accordance with professional nursing qualifications, recognized standards of nursing practice, prescribed regulations and established policy and procedures.

Definitions:

Unit: An operational section in a large provincial institution consisting of two wards or more, which are delineated for purposes of planning, organizing, coordinating and supervising nursing services.

Ward: An operational sub-section of a nursing unit which is delineated for purposes of delivering nursing services and for the organization, assignment and supervision of staff.

Area: One or more wards in an institution which is delineated for purposes of supervising the delivery of nursing services usually in off-peak operating hours.

Patient: This term is used throughout this series to denote patient, resident, client or inmate.

Specialized Nursing Program:

A planned, ongoing and distinct service which meets the following criteria:

- is singular in nature;
- has specific objectives and key result areas:
- is capable of specific resource allocation (staff, space, operational funding);

- is broadly based and, in an institutional setting is facility-wide in application;

- requires the application of specialized skills usually acquired through specialized training.

Exclusions:

Positions which provide clerical and administrative functions in support of nursing programs.

Those positions covered by a definition of any other occupational group.

NURSE 1

GENERAL

Positions at this level perform nursing functions under direction and supervision from senior nursing personnel.

TYPICAL DUTIES

Assesses and interprets needs of assigned patients.

Recommends plans for the care of patients and patient programs based on prioritized needs.

Implements the planned care of patients, including all aspects of nursing procedures and therapies.

Participates in the evaluation of the effectiveness of patient care.

Maintains clinical charts.

Assists in orientation of new personnel.

Assists in the supervision and evaluation of nursing assistants and students.

Performs other related duties as assigned.

QUALIFICATIONS

Knowledge, Abilities and Skills

Knowledge of current nursing theory and practice.

Ability to promote and maintain a therapeutic environment which is conducive to good, safe, patient care.

Ability to promote and maintain harmonious working relationships with co-workers, members of a multi-disciplinary team, and other departments.

Ability to understand and implement policies and procedures.

Ability to supervise and instruct subordinate staff in the performance of their duties.

Skilled in the application of professional nursing principles and techniques.

Skilled in oral and written communications.

Education, Training and Experience

Registered Psychiatric Nurse and/or Registered Nurse with current active registration to practice in the Province of Manitoba.

NURSE 2

GENERAL

Positions at this level are responsible for the ongoing supervision of nursing services of a ward or area; or are responsible for the planning and/or delivery of a specialized nursing program. Also included at this level are positions functioning as the sole nursing resource responsible for the planning and delivery of nursing services; or regularly functioning independent of direction and supervision from senior nursing personnel.

TYPICAL DUTIES

Ensures the needs of patients on a ward or in an area are identified and that total nursing care is planned, implemented, and evaluated.

Supervises staff including responsibility for orientation, scheduling and assignment, assessment and evaluation, and staff development.

Independently develops and/or delivers one or more specialized nursing programs.

Implements the planned care of patients, including all aspects of nursing procedures and related therapies, independent of direction and supervision from senior nursing personnel.

Facilitates and supervises patient-teaching and health promotional programs and activities.

Participates in multidisciplinary patient care reviews and conferences.

Participates in the planning, development, implementation and evaluation of in-service programs.

Develops, maintains and utilizes appropriate internal and external resources.

Prepares and maintains the necessary records, reports and statistics.

Participates in policy formulation and program planning.

Recommends the purchase of equipment and supplies.

Performs other related duties as assigned.

QUALIFICATIONS

Knowledge, Abilities and Skills

Thorough knowledge of current nursing theory and practice.

Working knowledge of relevant legislation, collective agreements, policies and procedures.

Knowledge of instructional methods and ability to provide clinical instruction for staff, students and patients.

Knowledge of internal and external resources.

Ability to assess, plan, implement and evaluate the total needs and programs of nursing care in a designated ward, area or program.

Ability to develop programs, policies and procedures consistent with objectives.

Ability to promote and maintain harmonious working relationships with co-workers, members of a multi-disciplinary team, and other departments.

Ability to prepare and maintain records, reports and statistics.

Skilled in staff supervision.

Skilled in the applications of the principles of adult learning and course development.

Well developed oral and written communication skills.

Education, Training and Experience

Registered Psychiatric Nurse and/or Registered Nurse with current active registration to practice in the Province of Manitoba. Training and/or experience in staff or program supervision, or training in an appropriate nursing specialty is required. Three years related experience is normally required.

NURSE 3

GENERAL

Positions at this level are responsible for supervising and coordinating a Nursing Unit, or supervise the total nursing service from a Central Nursing Office. Also included at this level are positions responsible for the management of a specialized nursing program delivered by other specialist nurses, or those which provide the senior nursing direction for an active 24 hour nursing service.

TYPICAL DUTIES

Plans, organizes, coordinates and supervises nursing services in a nursing unit, CNO or specialized nursing program(s).

Establishes and ensures that standards of nursing care and safety are maintained.

Evaluates and reviews personnel performance and participates in recruitment and selection board interviews.

Assesses training and development needs of staff, and plans and develops specific nursing programs to meet the identified needs.

Evaluates program effectiveness and recommends appropriate changes.

Develops, maintains and utilizes appropriate internal and external resources.

Participates in inter-disciplinary committees and contributes to policy formulation.

Develops and interprets statistical reports and other related research materials.

Prepares, coordinates and prioritizes budgetary submissions.

Performs other related duties, as assigned.

QUALIFICATIONS

Knowledge, Abilities and Skills

Thorough knowledge of current nursing theory and practice.

Thorough knowledge of relevant legislation, collection agreements, policies and procedures.

Thorough knowledge of the trends and developments in a specialized program area.

Thorough knowledge of internal and external resources.

Ability to assess, plan, implement, and evaluate specialized programs.

Ability to evaluate, interview, counsel and develop nursing staff.

Ability to effectively utilize available resources to meet organizational objectives.

Ability to analyze and interpret statistical and research data.

Ability to promote and maintain harmonious working relationships with co-workers, other disciplines and departments.

Excellent oral and written communication skills.

Education, Training and Experience

Registered Psychiatric Nurse and/or Registered Nurse with current active registration to practice in the Province of Manitoba. Further training and/or experience in administration, adult education, or a nursing specialty is required. Four years directly related experience is normally required.

NURSE 4

GENERAL

Positions at this administrative and managerial level function as Assistant Directors with responsibility for developing, coordinating, evaluating and recommending nursing services in a large, provincial mental health or developmental centre.

TYPICAL DUTIES

Plans and coordinates the deployment of staff.

Participates in the recruitment and selection process for nursing services.

Develops and recommends additions or modifications to nursing programs, policies and procedures.

Provides direction and supervision to senior nursing personnel.

Reviews, evaluates and makes recommendations regarding staff performance evaluations.

Reviews and prepares reports for nursing services and ensures maintenance of appropriate records and statistics.

Participates on various internal and external committees.

Performs other related duties as assigned.

QUALIFICATIONS

Knowledge, Abilities and Skills

Comprehensive knowledge of current nursing theory and practice.

Comprehensive knowledge of relevant legislation, collective agreements, policies and procedures.

Ability to provide direction and supervision to subordinate staff.

Ability to prepare, analyze and interpret statistical data and reports.

Ability to develop innovative approaches to nursing services.

Ability to promote and maintain effective working relationships with nursing services, other disciplines and departments.

Ability to utilize internal and external resources.

Excellent oral and written communication skills.

Education, Training and Experience

Registered Psychiatric Nurse and/or Registered Nurse with current active registration to practice in the Province of Manitoba. Further training and/or experience in the development and administration of nursing programs, policies and procedures is required. Significant nursing experience including some at a senior supervisory level is required.

NURSE 5

GENERAL

Positions at this senior managerial level function as Directors with responsibility for planning, directing and coordinating the administration of the total nursing service in a large, provincial mental health or developmental centre.

TYPICAL DUTIES

Directs the nursing service through planning, implementing and evaluating nursing practice to ensure safe, efficient and therapeutically effective nursing care.

Manages the human and fiscal resources of the nursing service.

Reviews and recommends to senior management requirements for physical, fiscal and human resources essential to the provision of optimal nursing care.

Reviews and approves nursing service objectives, goals, policies, procedures and standards.

Ensures excellence of nursing care through the on-going development of a quality assurance program and in accordance with the Canadian Hospital Accreditation Standards.

Ensures all unusual occurrences or emergencies related to the nursing care of residents are appropriately investigated, documented and resolved.

Ensures nursing service participation in the formulation and evaluation of goals, objectives and policies of resource services and inter-disciplinary programs.

Participates as a senior member on various internal and external committees.

Performs other related duties as assigned.

QUALIFICATIONS

Knowledge, Abilities and Skills

Broad knowledge of current nursing theory and practice.

Comprehensive knowledge of relevant legislation, collective agreements, policies and procedures.

Ability to apply management principles in a health care setting.

Ability to formulate goals, policies and procedures consistent with recognized standards of nursing practice and organizational objectives.

Ability to utilize internal and external resources.

Ability to prepare, analyze and interpret statistical data and prepare reports.

Excellent interpersonal and communication skills.

Education, Training and Experience

Registered Psychiatric Nurse and/or Registered Nurse with current active registration to practice in the Province of Manitoba. Further training and/or experience in the development and administration of nursing programs, policies and procedures is required. Significant progressively responsible nursing experience including some at the managerial level is required.